



IDAHO

Division of
Professional-Technical Education

Fire Services Technology



Standard Operating Guidelines and Procedures

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Chapter 1: General

a. Mission:

The Fire Service Technology (FST) program provides survivability skills to Idaho fire fighters.

b. Introduction:

Fire Service Technology (FST) is one of several programs in the Division of Professional-Technical Education (DPTE). The DPTE is the administrative arm of the State Board for Professional-Technical Education that provides leadership, advocacy and technical assistance for professional-technical education in accordance with state and federal legislation. Professional-technical education programs, including fire service programs, are integrated into a larger, educational structure through public school districts, the state's technical college system, universities, and other agencies.

Most of Idaho's fire protection services are provided by volunteer fire departments that operate on a limited budget and volunteer staff. In 1967, Fire Service Training was created and placed in the Division of Vocational Education as an adult training program to offer training to fire departments in Idaho. During the first five years, Fire Service Training delivered fire training courses to about 250 firefighters each year. The size, scope and complexity of emergency response training grew and for a time, also included the coordination of emergency medical training under contract with the State's Emergency Medical Services Bureau. As a result of the expanded mission the program name was changed to Emergency Services Training (EST). The Fire Service Technology program reflects the complex and technical nature of today's fire service profession, something that could not have been imagined when created in 1967.

Idaho has no minimum training requirements for fire fighters. As a result each department is responsible for establishing their own minimum qualification standards. With a decentralized, non-standardized approach to fire fighter training and qualification, FST supports more than 240 fire departments by administering training and testing of 7,000 Idaho firefighters annually in more than 200 supported courses. In addition, FST is Idaho's certifying entity of the International Fire Service Accreditation Congress (IFSAC) certification program, coordinates the delivery of National Fire Academy (NFA) courses, provides regional fire academy support, and maintains student training, instructor, and evaluator records.

Training is the foundation of what we do. FST partners with other entities at the federal, state and local level to coordinate services, support, and leverage limited resources to provide additional training opportunities using NFPA standards and a cadre of in-house and state qualified instructors. Fire departments may choose to conduct self-supported in-house training events or they may request training assistance from FST. If FST assistance is requested the training event may be opened on a first enrolled basis to other departments in order to maximize training efforts. Students that complete a FST approved course receive a certificate of training and the course information is recorded on the student training record by FST.

FST administers the International Fire Service Accreditation Congress (IFSAC) certification program. The IFSAC Certification program is a voluntary program that provides a benchmark of fire fighter competencies based on established standards regardless of department affiliation or status. The certification process has two components, training and testing. Both components must be completed to standards before the appropriate level of certification is awarded. Testing is a separate process and validates the quality of training. Not all students completing FST training courses will elect to enroll in the IFSAC testing program. Course completion certificates from training are not a substitute or equivalent to IFSAC accredited certification.

FST is responsible for State and In-House instructor and IFSAC Evaluator development and qualification standards, centralized student training records, coordination of a state-wide, multi-agency training and testing calendar, and supports leadership and curriculum development of fire services through the six technical colleges with Fire Service Technology degree programs. State appropriated funds are dedicated to the essential mission tasks supporting training and testing activities.

c. Standards:

FST updates certification requirements based on changes contained within newly issued editions of NFPA Standards. Once the NFPA issues a revised edition, FST will update the corresponding certification level(s) and begin testing to the new standard edition within two (2) years. When FST receives accreditation to a more recent edition of a standard, candidates are required to meet all provisions of the revised standard. FST uses IFSTA as the training curriculum standard. The following represents a partial listing of standards:

- (1) NFPA 1001, current edition, *Standard for Firefighters Professional Qualifications*, as the training standard and the *IFSTA Essentials of Fire Fighting, current edition* as the training curriculum to meet minimum qualifications for certification. FST will consider other training curriculum to meet the minimum qualifications on a case-by-case basis.
- (2) NFPA 1002, current edition, *Standard on Fire Apparatus Driver/Operator Professional Qualifications*, as the training standard and the *IFSTA Pumping Apparatus Driver/Operator Handbook, current edition*, as the training curriculum leading to meeting minimum qualifications for certification. FST will consider other training curriculum to meet the minimum qualifications on a case-by-case basis.
- (3) NFPA 472, current edition, *Standard for Professional Competence of Responders to Hazardous Materials Incidents* as the training standard and the Jones and Bartlett, *Hazardous Materials Awareness and Operations*, as the training curriculum leading to meeting minimum qualifications for certification. FST will consider other training curriculum to meet the minimum qualifications on a case-by-case basis.
- (4) NFPA 1041, current edition, *Standard for Fire Service Instructor Professional Qualification* as the standard for instructors and evaluators contained in Chapter 2, Training, and Chapter 3, Testing.
- (5) NFPA 1021, current edition, *Standard for Fire Officer Professional Qualification* identifies the minimum job performance requirements necessary to perform the duties of a fire officer and four levels of progression.

d. Definitions

Accreditation: The process of comparing established professional standards defined by the accrediting agency to an organization seeking recognition for quality programs and accountability. The accrediting agency uses documentation such as a self-study and analysis, an assessment of an organization's mission, as well as a site visit to determine the organizations achievement in meeting the standards.

Candidate: The individual who is testing for certification based on an NFPA professional qualification or competency standard.

Certification: The Idaho IFSAC Certification Program is a voluntary program. There is no statutory requirement that fire fighters become certified. The certification program establishes a means to assess the competency of fire fighters and first responders, irrespective of their department affiliation, regardless of whether they are career or volunteer through an IFSAC accreditation process. There are two components to the certification process: training and testing. Both must be completed to standards before the individual is awarded the appropriate level of certification.

Evaluator: A certification team member assigned to observe candidates performing skills. Evaluators determine if a candidate's performance meets skill sheet criteria.

IFSAC: International Fire Service Accreditation Congress is the accreditation body for Idaho's Certification Program.

Live Fire: An activity/skills exam that consists of tasks exposing candidates to actual fire conditions.

Proctor: The certification team member who administers and coordinates the certification exam at a specific site.

Reciprocity: The acceptance of accredited levels of IFSAC certification from another IFSAC certifying entity.

Skill Sheet: The document that sets forth the criteria to show competency requirements for each accredited level. These are available to candidates during course deliveries, on the FST web page, and upon request. Certification prerequisites and testing information is available on the www.fst.idaho.gov website, choose the testing calendar on the right hand side quick links menu for testing dates, times, and locations.

FST Testing Coordinator: manages the IFSAC Certification process, proctors and evaluators.

FST Training Coordinator: manages the in-house and state training programs, IFSAC Certification process and instructors.

e. Safety

The safety of all candidates, instructors, proctors, evaluators, and support staff is of primary importance and all will ensure that training and testing activities are conducted in a safe manner. Any individual participating or observing training or testing activities shall stop any operation that places personnel in jeopardy.

Test candidates, instructors, evaluators, and support staff shall wear appropriate NFPA compliant PPE when involved in manipulative skill evaluations. All candidates will be fit tested with their SCBA by the organization which they are representing. Compliance with these minimum safety standards is the responsibility of the individual and department they represent. Instructors or evaluators may deny training or testing to candidates not complying with these standards. Individuals with facial hair that could interfere with the seal of the SCBA face piece will not be allowed to participate in an exam or live fire training for a certification that could require the use of SCBA. This policy is in accordance with United States Department of Labor Occupational Safety & Health Administration (OSHA) regulations 29 CFR 1910.134(1)(i)(A) and 29 CFR 1910.134(1)(i)(B) and NFPA 1500, *Fire Department Occupational Safety and Health Programs*, 2007 Edition Section 7.13.

Live fire training and testing will be conducted in accordance with the current edition of NFPA 1403, *Standard on Live Fire Training Evolutions*. Additional information and procedures regarding live fire training/testing are contained in Chapter 2 – Training, and Chapter 3 – Testing.

f. Facilities and Equipment

Facilities at which training and testing are conducted will be deemed adequate and safe by the host department. The host department will ensure that the test site, apparatus, and equipment meet or exceed applicable NFPA standards. Due to the logistics required for certain skills, a facility may be deemed appropriate with the condition that an alternate site will have to be used if a certain skill or type of skill will be tested during a specific testing process. The host department will provide the necessary materials and staffing required for any skill contained within a certification level. Host departments are not responsible to provide meals. Candidates should make arrangements for meals based on personal preferences and schedules. Host departments include fire departments, state or federal agencies, or other FST approved organizations.

Certification candidates will bring a photo I.D. and any materials required for specific certifications to the exam site. NFPA Standards will be provided for testing purposes only. Certification candidates are responsible to bring structural firefighting PPE and SCBA that are NFPA compliant and in good working condition. Candidates should review the FST Training Calendar located at the FST website; www.fst.idaho.gov to confirm required equipment needs and other training or testing information.

g. Participation Requirements

The certification system is open to Idaho emergency responders, members of associated Idaho support agencies, students currently enrolled in a Fire Service Technology program at one of the six Idaho technical colleges, and are 18 years of age or older.

Candidates must be representing their employer or academic institution while participating in the certification process and participating with the approval of their employer or academic institution. Candidates must also meet the current requirements of NFPA 1582, *Standard on Medical Requirements for Fire Fighters*, be fully covered by the employer's workmen's compensation insurance (health insurance for academic institutions), and hold accredited certification at all prerequisite levels before certification will be granted.

h. Training from Other Sources

Candidates who want to take a certification exam based on training they have received from a source other than FST are required to document this training. The candidate's Fire Chief must verify that the candidate has completed all training indicated by the applicable NFPA standard and forward the request in letter format with documentation to FST for review. Candidates must receive prior approval from FST before submitting the exam request. Course completion certificates for training are not a substitute or equivalent to IFSAC accredited certification.

i. Academic Honesty

Dishonesty of any kind, with respect to examinations or alteration of records to obtain certification, is unacceptable. Examinations must represent the candidate's own work without the assistance of texts, notes, devices, or outside assistance, unless specifically allowed by FST. Candidates who violate this policy will have certification denied or withdrawn. FST reserves the right, at its sole discretion, to require a candidate to retest. Requiring a candidate to retest an examination is not considered an accusation of academic dishonesty.

j. Delegation of Authority

IFSAC: FST is the certifying entity for the State of Idaho and does not delegate its authority to conduct qualification or certification testing to any political subdivision, local government entity, state agency, individual, or entity. In order to fulfill its responsibilities as the certifying entity, FST must have the ability to operate independently of influences within or outside the organization that sponsors the certifying activity. FST decisions on particular certification levels will not be reviewed by any other body having political or economic goals that could conflict with the certification goals of accreditation.

NFPA: Certifying entities shall establish policies and procedures to ensure that no individual, entity, or interest group exercises inappropriate influence over the certification system.

Certification tests for competency are administered by the certifying entity and supported by fire departments acting as the host entity. This mutually supportive relationship does not imply any delegation of authority.

k. Nondiscrimination Statement

FST does not discriminate or deny services on the basis of age, race, religion, national origin, sex, or disability. Reasonable accommodations will be provided for applicants with disabilities. Requests for accommodations must accompany the training or testing request.

Chapter 2: Training

a. Introduction:

Training is the foundation of what we do and the focus of FST training is to provide survivability skills to Idaho fire fighters. This is especially important to the volunteer departments with limited budgets and staff. Without statewide minimum training requirements, each fire department may establish their own training and qualification standards, making access to the 200 courses available from FST extremely important.

As the IFSAC certifying entity for Idaho, FST brings nationally recognized standards to Idaho's fire fighters through the IFSAC Certification program. The Idaho IFSAC Certification Program is a voluntary program as there is no statutory requirement that fire fighters become certified. The certification program establishes a way to assess the competency of fire fighters and first responders, irrespective of their department affiliation and regardless of whether they are career or volunteer. Training is the foundation of this process with the ultimate goal of providing survivability skills to Idaho firefighters and preparing them to successfully pass the certification testing.

The objective of the FST instructor program is to produce a cadre of qualified part-time professional-technical instructors through a process designed to support and meet national standards. This program is specifically designed for those who desire to instruct for FST through Eastern Idaho Technical College. FST also assists local departments with in-house delivery of FST approved training material.

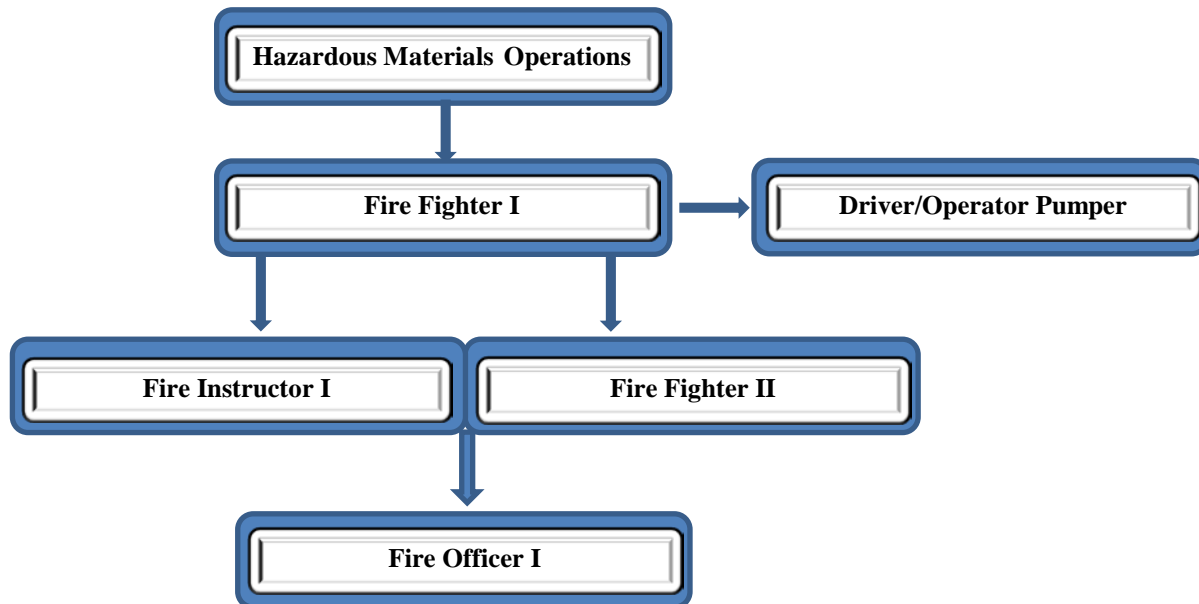
b. Purpose:

The purpose of the fire fighter certification program is to measure the level of knowledge, skills, and abilities possessed by fire fighters and to attest that these individuals meet internationally recognized standards. In order to meet this certification standard, fire fighters must satisfactorily complete standards based training.

FST is one source of fire training in Idaho. Individual fire departments, regional academies, for-profit providers, industry member associations, and other agencies have the opportunity and responsibility to provide fire service training. FST offers training that is consistent with its mission within the Division of Professional-Technical Education. Most of the 200 approved training courses provide training that is connected with IFSAC certification standards should a fire fighter decide to voluntarily pursue this opportunity. Even if a fire fighter elects not to pursue certification, they know the training they receive through FST approved courses is based on NFPA standards.

The following flowchart illustrates the components and relationship of the training and certification process. This relationship between training and certification is essential and deliberate as the testing process validates the effectiveness of the training. For example, a fire fighter must complete the hazardous materials training before enrolling in Fire Fighter I training. This is an NFPA standard and also a factor in the certification testing process.

IFSAC Certification flowchart



c. Hazardous Materials Operations (Hazmat Ops):

1. Hazmat Operations level personnel are tasked to respond to hazardous materials and weapons of mass destruction (WMD) incidents for the purpose of implementing or supporting actions to protect nearby persons, the environment, or property from the effects of the release.

Prior to 2008, candidates for FFI were required to complete Hazmat Awareness and FFII applicants were required to have completed Hazmat Ops. After the NFPA 1001 standards changed in 2008, Hazmat Ops was required for the FFI certification. All applicants for FFII must have completed Hazmat Ops before being accepted into the FFII certification program. The requirement for Hazmat Ops to begin FFII is not new, merely moved to the lower level FFI.

2. Prerequisites:
 - A completed and signed Hazardous Materials Operations Certification Application.
 - Meet performance requirements for Hazardous Materials Awareness Level.
 - Meet competencies for Hazardous Materials Operations Level in NFPA 472, current edition.
 - Successfully completed a medical evaluation for SCBA use as required in 29 CFR 1910.134(e).
3. Recommended References/Textbooks:
 - Hazardous Materials Awareness and Operations, Jones & Bartlett, current edition.
 - North American Emergency Response Guidebook, current edition
 - NIOSH
 - DOT Chart 14
 - NFPA 472, current edition
4. Recommended Training:
 - 32-hour Jones & Bartlett Hazardous Materials Awareness and Operations course.

5. IFSAC Certification Testing:
 - Hazardous Materials Operations written test – 50 questions
 - At least one attempt at the written test is required before attempting manipulative skills testing.
 - Seventy-five (75) percent is required to pass each written test.
 - Hazardous Materials Operations manipulative skills test – 2 skill sheets
 - One hundred (100) percent competency is required to pass each skills test.

d. Fire Fighter I:

1. Fire Fighter I is the foundation for fire service training. A Fire Fighter I graduate is minimally trained to function safely and effectively as a member of a fire fighting team under direct supervision. Federal law requires all firefighters who respond to potential hazardous materials or terrorist incidents to be trained to the Hazardous Materials Operations level.
2. Prerequisites:
 - A completed and signed Fire Fighter I Certification Application.
 - A completed and signed Fire Fighter I Local Verification form.
 - A completed and signed Live Fire Training Certification form attached to the Certification Exam Request.
 - Successfully complete a medical evaluation for SCBA use as required in 29 CFR 1910.134(e).
 - Proof of coverage for Workers Compensation Insurance.
 - Meet performance requirements in NFPA Standard 1001, current edition for Fire Fighter I.
 - Meet competencies for Hazardous Materials Operations Level in NFPA 472, current edition.
 - Meet competencies for Live Fire addressed in NFPA 1001, current edition.
3. Recommended References/Textbooks:
 - Essentials of Fire Fighting, IFSTA current edition , or
 - Fundamentals of Firefighter Skills, Jones & Bartlett, current edition.
 - Hazardous Materials Awareness and Operations, Jones & Bartlett.
 - North American Emergency Response Guide, current edition.
 - NIOSH
 - Chart 14
 - NFPA 1001, current edition
 - NFPA 472, current edition
4. Recommended Training:
 - Fire Fighter I training to the NFPA 1001 standard, current edition.
 - 32 Hour Hazardous Materials Awareness & Operations level course, NFPA 472 standard, current edition.
 - Basic Structural Fire Attack Concepts and Tactics or equivalent.
5. IFSAC Certification Testing:
 - Fire Fighter 1 written test – 100 questions.
 - Hazardous Materials Operations written test – 50 questions.
 - At least one attempt at the written test is required before attempting manipulative skills testing.
 - Seventy-five (75) percent is required to pass each written test.
 - Fire Fighter 1 manipulative skills test – 6 skill sheets.
 - Four (4) mandatory categories – SCBA, hose, ladders, PPE.
 - Hazardous Materials Operations manipulative skills test – 2 skill sheets.
 - Live-Fire manipulative skills test – skill sheet #24.
 - One hundred (100) percent competency is required to pass each skills test.
 - A completed and signed Live Fire Training Certificate will be attached to the Certification Exam Request and submitted to FST. Confirmation of receipt of the Live Fire Certificate will be forwarded to the Lead Instructor/Evaluator confirming each candidate, listed by name, is approved

to participate in the live fire training/testing event. No candidate will be allowed to participate in a Live Fire training/testing event unless provisions of this section are met.

e. Fire Apparatus Driver/Operator - Pumper

1. Those who qualify for Pumping Apparatus Driver/Operator are responsible for safely driving the pumping apparatus to and from the emergency scene and operating its pump and other components while on the emergency scene. They are responsible for the safety of all personnel who are riding on the apparatus while it is in motion and are responsible for the safety of personnel who are operating hose lines being supplied by the pumper.
2. Prerequisites:
 - A completed and signed Fire Apparatus Driver/Operator - Pumper Certification Application.
 - A completed and signed Fire Apparatus Driver/Operator - Pumper Local Verification form.
 - Meet performance requirements in NFPA Standard 1002, current edition for Fire Apparatus Driver/Operator.
 - IFSAC Fire Fighter I certification.
 - IFSAC Hazardous Materials Operations certification.
 - Current driver's license.
3. Recommended References/Textbooks:
 - Pumping Apparatus Driver/Operator Handbook, IFSTA current edition.
 - Idaho Driver's Manual (Class D)
 - Idaho Commercial Driver's License Manual (CDL – Class A, B, and C)
 - NFPA 1002, current edition
4. Recommended Training:
 - Fire Apparatus Driver/Operator training to the NFPA 1002 standard, current edition.
5. IFSAC Certification Testing:
 - Fire Apparatus Driver/Operator - Pumper written test – 100 questions
 - At least one attempt at the written test is required before attempting manipulative skills testing.
 - Seventy-five (75) percent is required to pass each written test.
 - Fire Apparatus Driver/Operator - Pumper manipulative skills test – 6 skill sheets
 - Random selection from three (3) categories - apparatus driving, maintenance, and pumping operations.
 - One hundred (100) percent competency is required to pass each skills test.
 - A completed and signed Fire Apparatus Driver/Operator - Pumper Certification Application.
 - Meet performance requirements in NFPA Standard 1002, current edition for Fire Apparatus Driver/Operator:
 - Chapter 1, Section 1.4.1 requirement for vehicle driver/operators to be licensed.
 - Chapter 1, Section 1.4.2 for periodic medical evaluation as required by NFPA 1500, Section 10.1
 - IFSAC Fire Fighter I certification – provided the certification is a current Idaho certification or an accredited certification to the current or immediate preceding edition of the Standard.
 - Completed and signed Fire Apparatus Driver/Operator - Pumper Local Verification forms.

f: Fire Fighter II

1. A Fire Fighter II may operate under general supervision and may be expected to lead a group of equally or lesser trained personnel through the performance of a specified task. This includes requirements for public fire and life safety education activities.

Prior to 2008, candidates for FFI were required to complete Hazmat Awareness and FFII applicants were required to have completed Hazmat Ops. After the NFPA 1001 standards changed in 2008, Hazmat Ops was required for the FFI certification. All applicants for FFII must have completed Hazmat Ops before

being accepted into the FFII certification program. The requirement for Hazmat Ops to begin FFII is not new, merely moved to the lower level FFI.

2. Prerequisites:
 - A completed and signed Fire Fighter II Certification Application.
 - A completed and signed Fire Fighter II Local Verification form.
 - Meet performance requirements in NFPA Standard 1001, current edition, for Fire Fighter II.
 - IFSAC Fire Fighter I certification – provided the certification is a current Idaho certification or an accredited certification to the current or immediate preceding edition of the NFPA standard.
 - IFSAC Hazardous Materials Operations certification.
3. Recommended Training:
 - Fire Fighter II training to the NFPA 1001 standard, current edition.
4. Recommended References/Textbooks:
 - Essentials of Fire Fighting, IFSTA, current edition.
 - Fundamentals of Firefighter Skills, Jones and Bartlett, current edition.
5. IFSAC Certification Testing:
 - Fire Fighter II written test – 100 questions
 - At least one attempt at the written test is required before attempting manipulative skills testing.
 - Seventy-five (75) percent is required to pass each written test.
 - Fire Fighter II manipulative skills test – 6 skill sheets
 - One hundred (100) percent competency is required to pass each skills test.

g. Fire Instructor I

1. A Fire Instructor I is required to deliver instruction from a lesson plan, assemble course materials, use instructional aids and evaluation tools, review and adapt lesson plans to meet the needs of individual students, groups, and the AHJ, maintains records, as well as other duties.
2. Prerequisites:
 - A completed and signed Fire Instructor I Certification Application.
 - Meet performance requirements in NFPA Standard 1040, current edition for Fire Service Instructor Professional Qualifications.
 - IFSAC Fire Fighter I certification.
 - IFSAC Hazardous Materials Operations certification.
3. Recommended References/Textbooks:
 - Fire and Emergency Services Instructor, IFSTA current edition
 - NFPA 1041, current edition
4. Recommended Training:
 - IFSTA Fire Instructor I course (40 hour) or G265, Basic Instructor Skills and the Instructor Bridge course.
5. IFSAC Certification Testing:
 - Fire Instructor I written test – 100 questions
 - At least one attempt at the written test is required before attempting manipulative skills testing.
 - Seventy-five (75) percent is required to pass each written test.
 - Fire Instructor I manipulative skills test – 3 skill sheets
 - Skill sheet #5 plus 2 random skills
 - One hundred (100) percent competency is required to pass each skills test.

h. Fire Officer I

1. Fire Officer I certification provides candidates and current fire and emergency services company officers with basic supervisor and managerial knowledge. This knowledge is necessary to develop the skills necessary to ensure safe, efficient, and effective leadership during emergency operations and nonemergency activities as well as the daily administration within the organization.
2. Prerequisites:
 - A completed and signed Fire Officer I Certification Application.
 - Meet performance requirements in NFPA Standard 1021, current edition for Standard for Fire Officer Professional Qualifications.
 - IFSAC Fire Fighter II certification.
 - IFSAC Fire Instructor I certification.
3. Recommended References/Textbooks:
 - Fire and Emergency Services Company Officer, IFSTA 4th edition
 - NFPA 1021, current edition
4. Recommended Training:
 - Fire Officer/Company Officer training to the NFPA 1021 Standard, current edition
5. IFSAC Certification Testing:
 - Fire Officer I written test – 100 questions
 - At least one attempt at the written test is required before submitting the FO1 portfolio.
 - Seventy-five (75) percent is required to pass each written test.
 - Fire Officer I portfolio:
 - All candidates are required to complete the Fire Officer I portfolio which demonstrates mastery of the competencies required to perform in the role of a Fire Officer I.
 - Candidates have one (1) year to complete the portfolio following the completion of the written test.
 - The candidate's Fire Chief will provide a letter to FST for inclusion in the portfolio attesting the candidate has completed all skill sheets to standards. The candidate's department will be responsible to maintain the skill sheets until the portfolio process is complete and the candidate is awarded the Fire Officer I certification.
 - When a completed portfolio is submitted to FST, the portfolio will be reviewed by an FST appointed review panel consisting of three (3) evaluators with IFSAC Fire Officer I certification and completion of Evaluator Training.
 - If the review panel determines the portfolio does not adequately address all the components of the portfolio, the portfolio will be returned to the candidate with a notation of the areas needing additional work. Upon completion of the corrective action(s) the candidate will return the portfolio to the evaluators for further review.

i: Live Fire Training

1. Prerequisites:
 - A completed and signed Live Fire Training Certificate of Completion will be attached to the Certification Exam Request and submitted to FST. Confirmation of receipt of the Live Fire Certificate will be forwarded to the Lead Instructor/Evaluator confirming each candidate, listed by name, who is approved to participate in the live fire training/testing event. No candidate will be allowed to participate in the Live Fire training/testing event unless provisions of this section are met.
 - Successfully complete the Basic Structural Fire Attack Concepts and Tactics (NFPA1403) or an equivalent live fire training class.
 - Successfully complete a medical evaluation for SCBA use as required in 29 CFR 1910.134(e).
 - Proof of Workers Compensation Insurance coverage.
2. Recommended Training:
 - Basic Structural Fire Attack Concepts and Tactics or an equivalent live fire training class.

3. Recommended References/Textbooks:

- Essentials of Fire Fighting, IFSTA, current edition, or
- Fundamentals of Firefighter Skills, Jones and Bartlett, current edition.

4. Testing:

- *Manipulative Skills Examination:*

- The manipulative skills exam is based on all job performance requirements and requisite skill objectives listed in *NFPA 1001 Standard for Fire Fighter Professional Qualifications*, current edition. The skill test will consist of one skill: Skill #24, "Ground Level Interior Structural Attack". One hundred (100) percent competency on the skill sheet is required for passing.
- At least one (1) attempt at passing the written exam must be documented before admittance to the manipulative skills exam is allowed. A candidate may participate in the manipulative skills exam without having passed the written exam.

j. Live Fire Drills

This policy is designed to create a safe environment during fire suppression and non-suppression training and testing events involving live fires for fixed class "A" structural fire training buildings, fixed LPG/LNG structural fire training buildings, mobile LPG structural fire training units, mobile class "A" flashover survival training units, and acquired facilities. It consists of the steps necessary to plan and execute FST approved classes, preparing the site, and running the evolution. These procedures will be followed on all live fire classes, as well as smoke drills using live fire. These procedures are in compliance with NFPA 1403.

The qualifications and responsibilities for personnel conducting the training or testing evolution are listed below. These qualifications ensure that responsible individuals with the appropriate training and experience are in charge of the training/testing site. References to instructors include evaluators.

1. Prior to the drill:

- The host department is responsible to notify all class participants (i.e., Instructors, Evaluators, Safety Officer, Ignition Officer, RIT Officer, Students) of the class, time and location. This information is also available on the FST Training and Testing Calendar.
- The host department is responsible to obtain all necessary equipment needed for the drill (i.e. tools, fire apparatus with operators, multiple water sources, shelter, drinks and ice for rehab, qualified medical standby personnel with equipment, training site, etc.).

2. Training site:

- To insure that all personnel are familiar with what is expected of them during the drill, there will be two briefings:
- Instructors'/Evaluators' Briefing - **ALL** instructors, evaluators, support staff, Safety Officer, Ignition Officer and RIT Officer will meet at the burn structure prior to the start of class to receive duty assignments. All instructors, evaluators, Safety Officer, Ignition Officer, RIT Officer, and Rehab Officer will complete a walk through to familiarize themselves with the facility.
- Students' Briefing - **ALL** students will meet at the facility/training site prior to the start of live fire evolutions so students can be informed as to what is expected of them. Instructors, Evaluators, Safety Officer, Ignition Officer and RIT Officer will be introduced. Protective clothing and gear will be inspected. Students will be walked through the live fire prop so they can be familiarized with the layout. A recognized emergency "evacuation" signal must be identified to all participants in the briefing prior to the start of any live fire evolution. Students will be divided into teams (squads).

3. There are two classifications of hose lines described in these policies:

- Attack lines - hose lines actively used to suppress a fire.
- Safety lines - kept outside the structure, but charged, and at the ready in case of emergency.

- The Lead Instructor/Evaluator is responsible for determining required fire flow and for selecting the number and size of hose lines used for the live fire evolution. All lines must be capable of delivering a minimum of 95 gallons per minute.
 - There will be one instructor/evaluator for every five students actively participating in the evolution. Students not actively participating in the evolution do not need to have an instructor/evaluator assigned to them.
 - Safety lines are always required. The safety line will be part of RIT as defined in Section I.E.3. The safety line will be a length adequate to access and attack a fire anywhere in the structure. The safety line is to be reserved only for emergency use during live fire evolutions.
 - The safety lines will be on a separate water source from the attack lines.

Note: A single water source will be sufficient at a training center facility where the water system has been engineered to provide adequate volume for the evolutions conducted and a backup power source or backup pumps, or both, are in place to ensure an uninterrupted supply in the event of a power failure or malfunction.

4. The danger zone will be the immediate area around the facility or prop. The danger zone will be determined by written policy determined by the management of the fixed facility and determined by the Safety Officer in the case of mobile facilities, and will be enforced by the Safety Officer. No civilians or other persons who are not members of the class wearing appropriate protective clothing will be allowed to enter the danger zone.

It may be necessary to rope off the area, and/or patrol the boundaries of the danger zone to keep civilians out during live fire evolutions. The Safety Officer will be responsible to maintain a clear, unobstructed path of egress from the live fire training prop or facility.

Note: For purposes of public relations and news media coverage, civilian personnel may be allowed inside the live fire prop between live-fire burn evolutions. Entry inside the burn prop by civilian personnel will not occur during live-fire burns. The Lead Instructor and Safety Officer must both approve entry into the burn prop by civilian personnel between live-fire evolutions. The entry doors to the prop must remain open, and a tenable atmosphere must be maintained during any civilian entry authorized by the Lead Instructor and Safety Officer.

5. There must be medically trained staff present at all times during the drill. The EMS personnel will not be permitted to participate in the drill. If an ambulance is on the scene, it will be located near the danger zone and all personnel involved in the drill must be aware of its location. When the cost of an ambulance stand-by is cost prohibitive, a fixed facility may have on site, solely dedicated to the live fire and/or smoke training class, a minimum of one certified EMT with appropriate medical equipment and supplies.
6. A personnel accountability system will be established for all drill participants (instructors and students) which will allow the Lead Instructor/Evaluator or other observers to, at any given point during the evolution, determine the name and approximate location (i.e. interior, exterior, Rehab, etc.) of each participant. A recognized emergency "evacuation" signal must be identified to all participants in the briefing prior to the start of any live fire evolution.
7. Protective Clothing:
Each participant will be equipped with full protective clothing and self-contained breathing apparatus (SCBA). All participants will be inspected by the Safety Officer prior to entry into a live fire training evolution to ensure that all protective clothing and equipment, including SCBA, are being properly worn and are in serviceable condition. Facial hair in the seal area of the SCBA face mask will be grounds for denial of participation in the evolution.

- Protective coats and trousers, hoods, helmets, gloves, and footwear will meet the requirements of NFPA 1971, *Standard on Protective Ensemble for Structural Fire Fighting*, when purchased.

- Personal alarm devices (if applicable) will meet the requirements of NFPA 1982, *Standard on Personal Alert Safety Systems (PASS)* when purchased.
- Self-contained breathing apparatus, SCBA, will meet the requirements of NFPA 1981, *Standard on Open-Circuit Self-Contained Breathing Apparatus for Fire and Emergency Services*, including low air alarm, positive pressure regulator, and functional PASS alarm (if applicable) when purchased.
- All students, instructors, safety personnel, and other personnel assigned to work within the danger zone will properly wear all protective clothing, equipment, and SCBA during live fire evolutions.

During the evolutions:

The fuels that are utilized in live fire training evolutions will have known burning characteristics of such a nature to be controllable as possible.

- The Safety Officer will supervise the ignition of each initial fire.
- Subsequent fires will be reignited by the Ignition Officer and supervised by the Safety Officer.
- Proper firefighting practices and procedures will be followed at all times.

Note: These general guidelines will be followed on every live fire evolution to ensure the safety of all personnel. Every effort should be taken by the instructional staff to approximate a controllable fire, and an organized structural fire attack with the maximum attention to the safety of all the participants of the evolution.

Environmental Considerations:

- **Weather:** The Lead Instructor/Evaluator will be responsible for determining if weather conditions are acceptable for conducting safe live fire training evolutions.
- **Workload and Heat Stress:** Live fire instructor/evaluator assignments should be rotated between available instructors to minimize the effects of workload and heat stress.

Rehab:

The Lead Instructor/Evaluator will:

- Brief all instructors, evaluators, staff, and students/candidates on the signs and symptoms of heat-related disorders.
- All instructors/evaluators will be expected to monitor both students and instructors for heat-related disorders.
- Encourage all participants to report any signs and symptoms that affect not only them but also anyone involved in the program.
- In the event that a student exhibits signs of a heat related disorder, the instructor/evaluator will direct the student to EMS. A refusal by the student to be assessed by EMS will result in immediate removal from the training.
- In the event that an instructor/evaluator exhibits signs of a heat related disorder, the Lead Instructor/Evaluator in consultation with the Safety Officer will direct the instructor/evaluator to EMS for evaluation.
- The Lead Instructor/Evaluator and Safety Officer on the advice of the Rehab Officer or highest ranking EMS person will remove an individual from the program if allowing him/her to continue would pose an unnecessary risk to the participant or crew.
- The location of the Rehab area will be determined by the Rehab Officer and approved by the Lead Instructor/Evaluator.
- A critical factor in the prevention of heat injury is the maintenance of water and electrolytes. Water is the fluid of choice for hydration. Water is more readily absorbed than fluids containing sugar. Liberal amounts of water are encouraged since thirst is not a reliable indicator of dehydration. Avoid coffee, alcohol, and carbonated beverages, which can interfere with the body's water conservation mechanism.

Enforcement: Failure by any instructor or evaluator to adhere to these policies may result in discipline up to and including suspension or revocation of Instructor/Evaluator credentials.

In concurrence with the Idaho Division of Professional Technical Education goals and objectives, FST has adopted the firefighter life safety initiatives incorporated in the National "Everyone Goes Home" program.

Firefighters must have the courage to face a multitude of risks in order to save lives and protect their communities. Their courage allows them to willingly risk their own lives so that others can be saved. A different type of courage is required to stay safe in potentially dangerous situations, avoiding needless risks and tragic consequences. This program helps to focus on the need for firefighters and officers to change fundamental attitudes and behaviors in order to prevent deaths. The central theme promotes the courage to do the right thing in order to protect yourself and other firefighters and ensure that "Everyone Goes Home" at the end of the day.

k. Firefighter Life Safety Initiatives

Purpose: This policy is designed to create a safe instructional environment during fire suppression and non-suppression training evolutions involving live fires for, fixed class "A" structural fire training buildings, fixed LPG/LNG structural fire training buildings, mobile LPG structural fire training units, and mobile class "A" flashover survival training units. It consists of the steps to follow in setting up FST approved classes, preparing the training site, and running the evolution. These procedures will be followed on all live fire classes, as well as smoke drills using live fire. These procedures are in compliance with NFPA 1403.

<http://www.firehero.org/index1.aspx?BD=26649>

Personnel Qualifications and Responsibilities: The qualifications and responsibilities for personnel who are conducting the training evolution are listed below. These qualifications were designed to insure that individuals with the appropriate training and experience are in charge of the training ground. The FST Training Coordinator will identify the Lead Instructor for each event.

Lead Instructor will:

- Have successfully completed an "NFPA 1403 Live Fire Training, Train the Trainer Course" and be qualified by FST as a "Live Fire Training Instructor".
- Be responsible for insuring a productive, safe learning environment during live fire burn evolutions, and for full compliance with these guidelines.
- Be responsible to utilize an Incident Command System (ICS) and serve as the Incident Commander.
- Be responsible for making the decision to ignite the training fire in coordination with the Safety Officer.
- Determine upon arrival at a live fire drill if the weather creates a potential menace. If it does, he/she will have the authority to cancel the drill in accordance with Section III (A.).
- Document and report to FST any deviation from policies or procedures that occur during the live fire training event.
- Document and report to FST any injuries sustained by instructors, support staff, or students during the live fire training event.
- Document and report to FST any damage to structures or equipment sustained during the live fire training event.

Assistant Instructors will:

- Be qualified by FST, at a minimum, as a Firefighter I and/or Flashover Survival instructor and be approved by FST to assist in Live Fire Training classes.
- Be responsible for ensuring a productive, safe learning environment during live fire burn evolutions, and for full compliance with these guidelines.
- Be responsible to perform all functions assigned by the Lead Instructor.
- Assure that no individual is alone in the burn room area during live fire evolution training.

Safety Officer will:

- Be qualified by FST, at a minimum, as a Firefighter I and/or Flashover Survival instructor and completed the Incident Safety Officer course, and be approved by FST to assist in Live Fire Training classes.
- Ensure that a productive, safe learning environment be maintained during live fire burn evolutions, and ensure full compliance with these guidelines.
- Responsible to:
 - Appoint any Assistant Safety Officers. The qualifications for Assistant Safety Officers will be the same as those for the Safety Officer.
 - Ensure that the Lead Instructor has complied with all the standards of this policy.
 - Observe and record all unsafe acts, and/or conditions on the training ground. If the conditions are:
 - (a) Minor in nature, he/she will inform the Lead Instructor and request that they be corrected.
 - (b) Serious in nature, the Safety Officer will immediately stop the evolution and notify the Lead Instructor.
 - Conduct a search of the structure to ensure that no unauthorized persons, animals, or objects are in the building immediately prior to ignition.
 - Insure that the RIT/Safety Team is ready with a charged safety line prior to ignition.
 - Assure that no individual is alone in the burn room area during live fire evolution training.
- Assist the Lead Instructor in providing for the safety of all persons on the scene (including instructors, students, and bystanders) from incidents likely to cause personal injury, and/or equipment damage.

Ignition Officer will:

(Mobile and Fixed Facility – Class “A” Fuels)

- Have successfully completed an “NFPA 1403 Live Fire Training, Train the Trainer Course” and be qualified by FST as a “Live Fire Training Instructor”. May be the Lead or Assistant Instructor.
- Be responsible for insuring a productive, safe learning environment during live fire burn evolutions, and for full compliance with these guidelines.
- Control the materials being burned. Only clean wood, pallets, excelsior, or straw, shall be used for fuel in class “A” fired facilities and props.
- Verify absolutely no flammable/combustible liquids, furniture, mattresses, rubber, or plastics are used or allowed inside any facility or prop during live-fire burns.
- Wear full protective clothing, including self-contained breathing apparatus (SCBA) when performing this ignition function.
- Be accompanied by a charged hose line when igniting any fire.
- Be in the presence of and under the direct supervision of the Safety Officer when igniting the fire.
- Be responsible for adding all materials for the fire sets in repetitive evolutions.

(Fixed Facility LPG/LNG)

- Be accredited by the management of the fixed facility per their written policy.
- Be responsible for controlling the fuel and igniting all fires per fixed facility written policy.
- If the fixed facilities policies and procedures are more stringent than the FST policies and procedures, then the more stringent policies and procedures will prevail.

Rapid Intervention Team (RIT) Officer will be:

- Qualified by FST, at a minimum, as a Firefighter I and/or Flashover Survival instructor and be approved by FST to assist in Live Fire Training classes.
- Chosen by the Lead Instructor.
- In charge of a team of no less than four (4) individuals, two (2) of which will staff the Safety line and two (2) to serve as the RIT. Students MAY be utilized for this function.

- RIT is not required for LPG/LNG fueled mobile training props; however a safety team and safety line is still required.
- Duties, suggested training level, and minimum equipment for RIT is found in the Appendixes.

Support Personnel will:

- Include but not be limited to; apparatus operators, rehab, traffic and/or scene control, and EMS standby. They will not be a student nor counted as an Instructor.
- Be trained and competent in their duties as assigned. (The Lead Instructor or the Safety Officer must concur on all support staff assignments.
- Wear PPE appropriate for their duties.

Mobile Fire Training Prop Operator will:

- Be qualified by FST as a Mobile Live Fire Training Prop Operator.
- Have successfully completed an “NFPA 1403 Live Fire Training, Train the Trainer Course” and be qualified by FST as a “Live Fire Training Instructor”.
- Operate the prop in compliance with this document.

I. Course Requests

FST sanctioned activities include any course/activity for which FST funds are used, are taught by an FST approved instructor, and an official FST certificate of completion is awarded to participants upon successful completion of the course. In order to be eligible for FST certificates these courses must be approved by DPTE and on file at FST. FST currently offers about 200 approved courses to Idaho fire departments.

All requested courses that are to receive certificates of completion must first be submitted, approved and coordinated through FST, whether FST funds the course or not. This includes in-house Essentials, Firefighter Recruit, or Fire Brigade courses. Course requests may originate from instructors, departments/organizations, academies, technical colleges, or FST. All course requests must include a Training Plan and must be approved prior to the start of the training. The Training Plan must appropriately demonstrate how course content will be presented, number of contact hours, indicate the FST approved instructors by course, and show that student/instructor ratios are maintained for practical skills training. The Training Plan also ensures an adequate number of hours are available in coordination for students and instructors to receive proper contact hour credit as indicated on the completed class roster.

An approved course application, approved instructor application with resume, letter of recommendation, verified references, and documented training and experience must be on file with FST before any training occurs in order to receive course completion certificates.

m. Instructor Information

Instructor qualifications

- Only qualified instructors who have completed payroll information and approved by FST prior to the start of the training are eligible for reimbursement.
- Additional qualified instructors beyond the number required for didactic training may be requested and may be reimbursed for conducting hands-on training evolutions to ensure safe student/instructor ratios are maintained. Factors to be considered are: number of students, type of equipment utilized, type of hands-on training, effective student contact, and safety of all personnel. FST is the decision authority.

Instructor/Proctor/Evaluator Compensation

- FST state instructors, proctors, and evaluators are professional-technical education contract employees and compensated through our fiscal agent, Eastern Idaho Technical College (EITC) using the I-Time system. I-TIME is a Web-based employee self-service time entry system. Other than travel reimbursement, all compensation and reimbursements are made using the State of Idaho I-Time system.

- If FST does not have funding to support an FST course, the Host Department may elect to pay FST instructor(s) and material(s) rates to receive certificates of completion. Instructors will be paid by EITC, and the Host Department will be billed for reimbursement by EITC.
- Wages are determined by student contact hours. There may be limited preparation time reimbursement with prior approval from FST. Reimbursement for preparation time will be considered on a case-by-case basis, based on available funding, and approved by FST prior to the beginning of the course. Hourly wages are determined by instructor level. Instructors in training are not eligible for compensation.
- Instructors on duty and being paid by the instructor's own department will not be paid as an FST instructor.
- When FST is paying instructional costs, registration for the class may not be restricted to a department, jurisdiction, or area, but must be available for regional and/or state-wide as shown on FST's website.
- State instructors conducting training courses in their own department are not eligible for reimbursement if 60% or more of the students are from the instructor's department. Minimum class size for reimbursement is ten (10) students, unless approved in advance by FST. To request this type of reimbursement, indicate on the course request that instructional costs be paid by FST. A beginning course roster, reflecting a minimum of 60% of the students from another department, must be submitted to FST within 3 business days of the start of training.
- When travel compensation is approved, Instructors, Proctors, and Evaluators will be reimbursed for mileage, lodging, and meals in accordance with Eastern Idaho Technical College's (EITC) travel policies using reimbursement forms and process supplied to the individual. Per-diem (meal allowance) is available for training sessions that are at least six (6) hours or more in length. The amount of allowable meal reimbursement is set by EITC travel policies and procedures.
- I-Time is not used to reimburse travel related expenses. Reasonable instructional expenses (copies, handouts, supplies, etc.) may be reimbursed if approved by FST in advance.
- Transportation costs: Travel by air must be approved in advance by FST. Mileage reimbursement for use of a private automobile is based on Eastern Idaho Technical College's (EITC) policies and procedures. Publicly owned vehicles do not qualify for mileage reimbursement. When more than one instructor travels from the same home area, carpooling is required. Contact FST for any exception to the carpooling requirement. Mileage is calculated from home duty station to training/testing duty station.

Instructor Levels - Definitions and Qualifications

To standardize programs on a statewide basis, FST uses the following guidelines for defining and qualifying FST instructors. FST retains the right not to hire any instructor who does not meet FST standards and will not issue class certificates for classes taught by unauthorized instructors. The FST Training Coordinator will identify the Lead Instructor for each event.

2. Instructor I - Statewide Instructor Requirements:

- Successfully complete one of the following:
 - G265 twenty-four (24) hour basic instructional skills instructional methodology course and the 16 hour Fire Service Instructor bridge course,
OR
 - Forty (40) hour IFSTA Fire Service Instructor course, or its approved equivalent,
OR
 - Meet NFPA Fire Instructor I requirements
- Successfully complete one of the following:
 - FST "Train-the-Trainer (TTT)" course,
OR
 - An approved mentorship for each course to be taught (mentoring must be pre-approved by FST), resulting in a unanimous recommendation to teach the class and a minimum 75% approval rating on instructor evaluations.

- A letter of recommendation from your Fire Chief. When the Chief is the applicant, a letter from their Fire Commissioners, Mayor, or other governing body acting as the Chief's supervisor shall be accepted in lieu of.
- Instructor candidates must meet one of the following experience and/or training categories:
 - Complete five (5) years of full-time, recent employment in the fire service, hazardous materials or applicable subject area in which they wish to instruct classes. Each applicable subject may be considered with documentation of five (5) years of full-time service at the level for each area they wish to instruct. In general, when certified to instruct a higher level, approval shall include applicable lower levels (ex; Rope Tech implies also OPs and AW),
OR
 - Complete five (5) years of applicable subject experience (any combination of paid or volunteer) plus two hundred (200) hours of documented applicable training in the subject area in which they wish to instruct,
OR
 - Possess an Associate's or Bachelor's Degree in an applicable occupation plus three (3) years of applicable subject area experience in the area they wish to instruct,
OR
 - Have three (3) years of applicable subject area experience plus certification in the area to be taught (Fire Fighter I certification or NWCG Advanced Wildland Firefighter Certification or higher).
- Submit an FST Instructor Application, current resume, and a minimum of three (3) professional and three (3) personal references, and letter of recommendation from your Fire Chief. When the Chief is the applicant, a letter from their Fire Commissioners, Mayor, or other governing body acting as the Chief's supervisor shall be accepted in lieu of. References will be contacted.

2. Instructor II – Senior Statewide Instructor Requirements:

- Be a current FST Instructor I in good standing.
- Submit for review and approval a modified lesson plan that the Instructor II candidate has developed for a specific topic and audience, using an established curriculum approved by FST, and in accordance with NFPA 1041, *Standards for Fire Service Instructor Professional Qualifications*, section 5.3.3. The lesson plan should include learning objectives, a lesson outline, a listing of course materials to be used in the program, instructional aids, and how the student performance/knowledge is evaluated.
- Function as a lead instructor, co-instruct a class with a qualified FST Instructor II, and successfully complete the instructional experience with an evaluation resulting in recommendation for Instructor II status.
- Mentor an Instructor I, completing an instructor mentoring evaluation form, in accordance with NFPA 1041, *Standards for Fire Service Instructor Professional Qualifications*, section 5.2.6.
- New applicants who have completed the requirements of NFPA 1041 *Standards for Fire Service Instructor Professional Qualifications* Chapter 5 - Instructor II are eligible for Instructor II status.
- FST instructors I and II, IFSAC Proctors, and Evaluators are considered adjunct faculty of Eastern Idaho Technical College, and must have all adjunct employee paperwork completed with Human Resources PRIOR to the start of class. Instructor I and II levels are valid for approximately five (5) years, rounded to the nearest Sep 1.

3. In-House Instructor:

FST In-House Instructors are not considered *adjunct faculty* of Eastern Idaho Technical College and are not eligible to receive reimbursement from FST. They are authorized to deliver FST approved training to their assigned agency only. In-House Instructor status is valid for a period of five (5) years, rounded to the nearest Sep 1.

Candidates for in-house instructor must complete one requirement from each of the following three (3) levels:

- Successfully complete one of the following:
 - G265 twenty-four (24) hour basic instructional skills instructional methodology course and the 16 hour Fire Service Instructor bridge course,
OR
 - Forty (40) hour IFSTA Fire Service Instructor course, or its approved equivalent,
OR
 - Meet NFPA Fire Instructor I requirements
- Successfully complete one of the following:
 - FST “Train-the-Trainer (TTT)” course,
OR
 - An approved mentorship for each course to be taught (mentoring must be pre-approved by FST), resulting in a unanimous recommendation to teach the class and a minimum 75% approval rating on instructor evaluations.
OR
 - Submit a letter of verification from the Chief, attesting to the candidate’s knowledge, skills, and abilities to teach within their department. When the Chief is the applicant, a letter from their Fire Commissioners, Mayor, or other governing body acting as the Chief’s supervisor shall be accepted, and
- Meet one of the following experience and/or training categories:
 - Complete five (5) years of full-time, recent employment in the fire service, hazardous materials or applicable subject area in which they wish to instruct classes (each applicable subject may be considered with documentation of five (5) years of full-time service at the level for each area they wish to instruct) In general, when certified to instruct a higher level, approval shall include applicable lower levels (ex; Rope Tech implies also OPs and AW),
OR
 - Complete five (5) years of applicable subject area experience (any combination of paid or volunteer) plus two hundred (200) hours of documented applicable training in the subject area in which they wish to instruct,
OR
 - Possess an Associate’s or Bachelor’s Degree in an applicable occupation plus three (3) years of applicable subject area experience in the area they wish to instruct,
OR
 - Have three (3) years of applicable subject area experience plus certification in the area to be taught (Fire Fighter I certification or NWCG Advanced Wildland Fire Fighter or higher).
- Submit an FST instructor application, current resume and a minimum of three (3) professional and three (3) personal references, and letter of recommendation. When the Chief is the applicant, a letter from their Fire Commissioners, Mayor, or other governing body acting as the Chief’s supervisor shall be accepted in lieu of. References will be contacted.

In-House instructors must complete twenty-four (24) hours of FST approved and documented instruction in their particular agency, within any one (1) year period, and be evaluated by an FST approved instructor before being eligible to apply for Level I instructor.

4. Specialty or Consultant Instructor:

- Specialty or Consultant instructor status may be granted when expertise to deliver specific curriculum does not exist among qualified instructors within the Professional-Technical

Education (PTE) system, or the instructor is considered an “industry” or “factory” expert, or under the direction of the approved instructor as a guest speaker of a particular sub-subject of the course curriculum for which they have expertise.

- Guest speakers may not deliver more than 10% of the total curriculum hours and must be identified on the Training Plan.
- Specialty or Consultant Instructor status does not expire as FST does not maintain instructor qualification on Specialty or Consultant instructors. Qualification is based on continuous employment within their field of expertise or maintained by another entity implementing equivalent or higher standards, such as NFA or BLM.

5. Qualification Requirements:

Instructors must complete the following every five (5) years to retain their status and continue instructing:

Level I Instructors:

- Submit an Instructor Recertification Application.
- Have documented on their FST Instructor transcript successful completion of a minimum of sixty (60) instructional hours of FST approved courses (in course material the instructor is approved to instruct). FST will accept up to 30 hours of EMS training delivered toward the satisfaction of this requirement with submittal of course numbers verifiable by Idaho State EMS. Mentoring hours do not count toward the required sixty (60) hours of FST instructional hours.
- Successfully complete a minimum of twelve (12) hours of FST approved instructor upgrade training. FST will strive to compile and provide instructor training that includes teacher education classes, methodology, learning style classes, FST instructor conferences, mentoring, applicable computer classes, Train-the-Trainers, etc. Instructors are responsible for submitting documentation for any training that is not reflected on their FST Student transcript.
- Receive an average of 75% or higher on class evaluations for each class.
- Will be evaluated on their delivery of an FST approved course by an Instructor II instructor at least once during their five (5) year certification cycle. The evaluation must be submitted to FST, and placed in the files of both the evaluating and evaluated instructors.

Level II Instructors:

- Must evaluate performance of at least one (1) Instructor I, during delivery of an FST approved course during their initial five (5) year certification cycle. The evaluation must be submitted to FST, and a copy placed in the files of both the evaluating and evaluated instructors.
- Upon satisfactory instructional reviews, FST may waive subsequent requalification requirements following the initial certification.

In-House Instructors:

- Must submit an Instructor Recertification Application and a letter from their Fire Chief attesting to adequate continued knowledge, skills, and abilities, and instructional quality, to teach within their own department every five (5) years to retain their status and continue instructing.
- When the Chief is the qualified instructor, either a letter from their Fire Commissioners Mayor or other governing body acting as the Chief’s supervisor, or evaluation by an Instructor II shall be accepted as a recommendation letter.

6. Mentoring Program:

- Mentoring shall be required for all new FST Instructor I, prior to any solo instruction. Mentored instructors must deliver and be evaluated on no less than 25% of the total class hours.
- Mentoring or successful completion of an FST Train-the-Trainer course shall be required for all current FST Instructor I & II, and In-House instructors to add additional classes to the list of approved classes they can teach.
- Mentoring shall be pre-approved with FST and requested in conjunction with an FST course request. Mentoring requests received after the class has started will not be approved.

- Mentoring shall be conducted by an FST Instructor I or II who has successfully completed at least one (1) five (5) year recertification period.
- Mentoring candidates must have taken the class before applying to teach the class. For In-House instructors, a letter from the Chief, or where the Chief is the instructor being mentored, either a letter from their Fire Commissioners, Mayor or other governing body acting as the Chief's supervisor, verifying training and knowledge may be accepted in lieu of a certificate of completion.
- Mentoring instructors are not eligible for compensation, and do not count toward student/instructor ratios.
- Successful completion of the mentoring program will result in a positive recommendation for Instructor I status. The mentoring evaluation form shall be placed in the instructor file.

7. Revocation of Instructor/Evaluator Status

- FST Instructors/Evaluators must maintain a high level of legal, moral, ethical, and professional standards. FST Instructors/Evaluators must comply with by Idaho Code, Code of Ethics for Educators, Fire Fighter Code of Ethics, and Division of Professional-Technical Education rules and regulations.
- For purposes of this policy, any revocation action applies to an instructor, evaluator, proctor, or other individual serving in any capacity as a representative of FST.
- Any place at which FST sanctioned training and/or testing occurs shall be considered as school property for the purposes of applicability of the Code of Ethics for Idaho Professional Educators.
- Idaho is a Right-To-Work state. This policy in no way supersedes Right-To-Work or implies guarantee of work.

Conditions for Revocation includes;

- Instructor/Evaluator approval rating drop below the required 75% for each class
- Violation of the Code of Ethics for Idaho Professional Educators
- Repeated unsafe training practices or failure to maintain or follow standards
- Failure to attend/complete required instructor, proctor, or evaluator training
- Failure to abide by FST's Instructor Qualifications and Requirements, Policies and Guidelines
- Failure to maintain a high level of legal, moral, ethical, and professional standards
- Failure to respond in a timely manner requests for training and testing documents, evaluations, or payroll information. Instructors, proctors, and evaluators that fail to complete payroll reimbursement on I-Time may be precluded from scheduling subsequent training or testing events until I-Time is current.

Progressive Instructor Development: When an instructor's status is being reviewed for possible revocation resulting from instructional or evaluation performance related issues, the following steps will be taken:

- The instructor will be contacted by FST to discuss the issue(s).
- The instructor will be evaluated on their next FST approved class delivery, by a mentor qualified FST instructor. The instructor will continue to be evaluated on up to a total of three (3) consecutive FST approved classes, as needed based on Mentor evaluations. When possible, a different mentor evaluator will be used for each of the three evaluations.
- If the mentoring evaluator still does not recommend reinstatement of solo instruction privileges after the third evaluation, the instructor will be placed on Inactive status. Inactive instructors shall remain Inactive for at least one (1) year, and must successfully complete an FST approved Instructor Methodology training required for Instructor I or In-House instructors before becoming eligible to reapply.

Appeals Process: If an instructor feels their instructor status was unjustly revoked or denied as a result of instructional or evaluation performance related issues, they may enter into the following appeals process:

- All appeals must be made in writing and sent to FST for review and response within sixty (60) days of receiving revocation notice.
- An appeal must include specific reason/basis for appeal.
- FST will make a decision on the appeal based on a review of the written appeal, Mentor's evaluations, and interviews with the instructor and each of the mentoring evaluators.
- If the instructor disagrees with the decision of the FST, the instructor may appeal to a review board of three (3) mentor qualified instructors. Board members will be selected in the following manner:
 - FST will select one (1) member
 - The appellant will select one (1) member
 - Those two members will select one (1) member
- FST will implement the final decision of the appeal review board.

n. Fire Academies:

FST normally supports the following fire academies by providing Level I and II instructors and materials for FST approved courses. FST will also post non-approved courses to the students' transcripts for record only. Support is contingent on prior FST approval and funding.

<u>Idaho Fire Academies</u>	<u>Location</u>	<u>Dates</u>
Southern Idaho Fire Academy	Paul, ID	Mid-February
Fire Officer Development Academy	Coeur d'Alene, ID	Early March
Clearwater Fire Academy	Orofino, ID	Mid-March
North Idaho Emergency Services Academy	Coeur d'Alene, ID	Mid April
Eagle Truck Academy	Eagle, ID	Mid-May
Idaho State Fire School	Varies	Varies
Eastern Idaho Fire Academy	Idaho Falls, ID	Early June
Fire Officer Development Academy	Coeur d'Alene, ID	Mid-September
Central Idaho Fire Academy	Donnelly, ID	Late September

o. Associate of Applied Science (A.A.S) – Fire Service Technology

A.A.S Degree Information: An A.A.S in Fire Service Technology is offered through the following Idaho technical colleges.

- Eastern Idaho Technical College (EITC)
- Idaho State University (ISU)
- College of Southern Idaho (CSI)
- College of Western Idaho (CWI)
- Lewis-Clark State College (LCSC)
- North Idaho College (NIC)

The degree requires fire service technical training and general education course work. For more information visit www.fst.idaho.gov and select the A.A.S. Degree link.

Chapter 3: Testing

a. Introduction

The Idaho IFSAC Certification Program is a voluntary program. There is no statutory requirement that fire fighters become certified. The certification program establishes a way to judge the competency of fire fighters and first responders, irrespective of their department affiliation and regardless of whether they are career or volunteer.

The written and skills testing program measures the level of knowledge, skills, and abilities of fire fighters to nationally recognized standards of the IFSAC Certification Program. The guidelines for certification testing are established by IFSAC to ensure the accountability, consistency, and credibility of testing and certification of fire fighters in the State of Idaho. Through the accreditation process, FST confirms the testing program conforms to IFSAC standards.

Certification testing is available throughout the Idaho. In most cases the testing will be conducted at a fire department but written tests may also be taken at one of DPTE's six technical college assessment centers or other approved site. Testing dates, registration cut-off dates, and other pertinent information will be posted on FST's web site at www.fst.idaho.gov.

Certification test requests must be received by FST at least 30 days prior to the requested test date. Certification test requests can include both a request for a written exam and a manipulative skills exam. The cost of equipment, apparatus, and facilities needed for a testing event is the responsibility of the host department.

Candidate applications must be received by the registration cutoff date posted on the FST training and testing calendar at www.fst.idaho.gov. Walk-in test candidates will not be accepted for certification exams. An official photo ID is required for admittance to a certification exam.

An FST representative may visit test sites to ensure compliance with testing guidelines and policies. Corrective action will be taken if a proctor or evaluator is not complying with FST's testing guidelines and policies.

The Fire Chief certifies to FST that the candidate(s) applying for certification, at any level, is adequately trained and qualified for the requested level of certification testing.

b. IFSAC Certification

The Idaho IFSAC Certification Program is a voluntary program as there is no statutory requirement that fire fighters become certified. The certification program establishes a way to judge the competency of fire fighters and first responders, irrespective of their department affiliation and regardless of whether they are career or volunteer.

Goals of Certification:

- (1) Establish and promote a professional fire service.
- (2) Encourage establishment of minimum basic training standards for fire service personnel.
- (3) Develop more competent and reliable fire service personnel through the promotion of national professional qualification standards.
- (4) Ensure that all IFSAC accredited programs are administered with strict adherence to the requirements and recommendations of the International Fire Service Accreditation Congress (IFSAC).
- (5) Maintain a certification program that will ensure complete impartiality and confidentiality and safeguard against misuse and abuse.
- (6) Issuance of certificates to individuals who complete requirements for certification and pass the required examinations.
- (7) Maintain records of individuals who have attained state certification.

Once candidates are awarded certification at a specific level, the certification does not expire. They will not lose their certification due to revisions in the professional qualifications or competency standard. However, if revisions in NFPA Standards require additional pre-requisites, the candidate will be responsible for obtaining IFSAC accredited certification for the new pre-requisites before the higher level of certification will be granted.

Example:

A fire fighter received FFI and FFII certificates in 1988. Now the fire fighter is seeking Fire Officer I Certification. In 1992, the NFPA changed the Fire Fighter Professional Qualification Standard to include Hazardous Materials Awareness as a pre-requisite for FFI and Hazardous Materials Operations as a pre-requisite for FFII. This fire fighter did not have to get the Hazardous Materials Certifications to get FFI and FFII in 1988. In 2002, however, the fire fighter would have to get Hazardous Materials Awareness and Operations to count the 1988 FFI and FFII toward Fire Officer I.

Certificates and Seals

Upon satisfactory completion of the certification testing process, an Idaho Fire Service Technology certificate is created with a numbered and registered IFSAC seal attached to the certificate. A copy of the certificate with the affixed seal is maintained in the candidate's file. Certificates are mailed to the candidate's Fire Chief for presentation.

As certificates no longer expire and there are no continuing education requirements, the certificate holder and Fire Chief must monitor subsequent training and certification. Certificates that used to require a periodic recertification are now labeled with a "Validated by EST" seal placed over the expiration dates on the IFSAC certificates. Although FST has changed its name, the "Validated by EST" labeled certificates are valid and will be used until existing supplies are gone and replaced with a FST seal.

c. IFSAC Reciprocity

Upon request, a candidate who possesses IFSAC certification from another IFSAC certifying entity may receive reciprocity for the specific level and NFPA standard edition of the certification. To apply for reciprocity, a candidate submits a Reciprocity Application (see www.fst.idaho.gov) and a copy of the original IFSAC Certificate to FST. Reciprocity is only available for levels accredited by IFSAC in Idaho and only to individuals actively affiliated with an Idaho fire department or emergency response agency. Upon confirmation of the IFSAC Certificate from the issuing entity, FST will issue a certificate of reciprocity.

Reciprocity is conducted in accordance with IFSAC Memorandum regarding Reciprocity and Equivalency, dated January 18, 2011.

d. Test Sites

In addition to the Safety and Facilities/Equipment guidelines in Chapter 1, the test site shall be arranged so that it is conducive to learning/testing environment. It shall be free from outside distractions and must give candidates every opportunity for success. Provisions must be made for restroom and break facilities.

Locations used for written examinations must be well lit, temperature controlled, and quiet. In addition, a suitable chair and writing surface with ample separation between candidates must be provided.

Sites for manipulative skills examinations must have ample areas for separation of students to prevent peer assistance and/or studying by observation. Consideration must be given to temperature extremes, and rehabilitation must be provided where necessary. When skills testing requires multiple simultaneous testing stations, the test area and rotation sequence shall be arranged so that the identity of the skills being tested are protected, and candidates are not permitted to "study" after testing has commenced.

e. Test Site Security

Written and skills test packets are normally sent by FEDEX to the Proctor for written tests or the Lead Evaluator of skills tests. Upon completion of the test the proctor/evaluator will return the tests and skills packet to the FST office by FEDEX. Specific instructions regarding test transfers will be provided in each test/skill packet.

Only candidates and proctors are authorized at the written test site. Candidates, evaluators and approved staff/hosts are the only individuals authorized at the skills test site.

Any individual that compromises or allows testing materials to be compromised will be removed as a proctor or evaluator.

f. Written Testing

Testing for each professional certification level includes a written examination and consists of the number of questions, randomly selected within each category, to adequately measure the cognitive knowledge required for certification of the level specified. Written certification examinations are drawn from test banks maintained by the Certification System and have enough questions to correlate to 100% of the appropriate standard/level. There will be at least twice the number of test questions in the test bank than what is generated on the individual written exam.

Candidates must successfully complete the written examination within specified time limits. The use of any unauthorized outside materials is prohibited.

Requisite knowledge and/or cognitive objectives will be examined by written testing. Questions on a written test may be correlated to a skill. Written examinations are graded with 75% as the minimum passing score. The results of written examinations are recorded with scored pass or fail.

In order to ensure subject matter relevance and currency, candidates will take the written test within one year of completing training. An extension for one additional year will be approved for extenuating circumstances upon written request to FST by the candidate's Fire Chief.

An official picture ID is required for admittance to a written exam. Candidates who are scheduled to attend a testing event and do not show up for the testing, will be scored as failing the test. The only exceptions are: (a) the candidate calls FST and cancels prior to the test, or (b) the candidate documents illness, injury, or family/work emergency. Once candidates begin the test, the test is closed and no late arriving candidates will be admitted. Candidates arriving late will be scored as failing the test. Testing of on-duty candidates is not allowed because of the potential for the candidate to be called away to an incident and the impact on other testing candidates and test security. Candidates may possess study materials in the holding area prior to the written test but are not allowed any study or reference material in the test area.

Candidates who score less than 75% on a written test must retest the entire written portion of the exam using a different version of the test. The final grade of record will be the passing score received from the retest(s). A candidate will be allowed no more than three test attempts in one year from that date of completion of the course. Requests for retesting are based solely upon the recommendation of the candidate's Fire Chief to FST. Requests that circumvent the Chief will not be accepted. If a candidate has not successfully completed all of the certification testing requirements by the end of the accreditation period for an edition standard, the candidate shall lose all satisfactory scores and will have to retake the entire exam based on the new accredited edition standard. Both the written and skills examinations must be completed with the same edition of the standard tested.

Scoring of the written test is conducted by FST using electronic scoring equipment. Any test with a failing score will be pulled and hand scored to verify the test score. Results of the testing are normally e-mailed to the candidate and the candidate's Fire Chief within 30 business days following the testing event. Scores will not be released by telephone or fax.

g. Skills Testing

Manipulative objectives, job performance requirements (JPR's), and requisite skills testing is required for each level of certification and designed to measure critical tasks associated with a given skill. Skills testing must be conducted to ensure consistency from candidate-to-candidate and from test-to-test.

Outcomes are directly related to NFPA objectives or JPRs and are detailed on individual skill sheets that will also identify if candidates will be tested individually or as a team. Evaluators shall ensure that competent individuals are not failed for the poor performance of a teammate.

A random selection of all requirements covered in the standard will be tested. The pass/fail criteria for each skill are outlined on a corresponding skill sheet. The results of skill examinations are recorded as "pass" or "fail." If the candidate does not successfully complete the skills retest then he/she will have failed the skills portion of the exam. Candidates may not communicate with other candidates until the testing period is over.

The final grade of record will be the passing score received from the retest. A candidate will be allowed no more than three test attempts in one year from the date of completion of the course. Requests for retesting are based solely upon the recommendation of the candidate's Fire Chief to FST. Requests that circumvent the Chief will not be accepted. If a candidate has not successfully completed all of the certification testing requirements by the end of the accreditation period for an edition standard, the candidate shall lose all satisfactory scores and will have to retake the entire exam based on the new accredited edition standard. Both the written and skills examinations must be completed with the same edition of the standard tested.

Results of the testing are normally e-mailed to the candidate and the candidate's Fire Chief within 30 business days following the testing event. Scores will not be released by telephone or fax.

Testing dates are found on the FST training and testing calendar at www.fst.idaho.gov.

h. Live Fire Testing – Firefighter I

- Live fire testing will be conducted in compliance with the current edition of NFPA 1403.
- Completion of Skill #24, "Ground Level Interior Structural Attack" is mandatory in all Firefighter I skill testing completed after January 1, 2009.
- At least one (1) attempt at passing the Firefighter I certification written exam must be documented before admittance to the live fire skills exam is allowed.
- Candidates testing for Firefighter I certification will have one (1) year from the first written exam attempt to successfully complete the live fire testing skill assessment.
- Candidates testing for Firefighter I certification will have two (2) opportunities per testing event to pass the live fire skill test. If a same day second attempt is failed, the candidate must retest at another live fire testing event.
- All FST sanctioned Live Fire Testing will be conducted by lead evaluators who have been trained in NFPA 1403 compliant live fire testing.
- Live-fire testing in acquired structures is allowed if in full compliance with NFPA 1403 standards.
- The balance of the Fire Attack Skill Sheets will remain available for random selection of skill sheets used for manipulative skills testing. Simulated fire conditions will be used to evaluate these competencies.
- A completed and signed Live Fire Training Certificate will be attached to the Certification Exam Request and submitted to FST. Confirmation of receipt of the Live Fire Certificate will be forwarded to the Lead Instructor/Evaluator confirming each candidate, listed by name, is approved to participate in the live fire training/testing event. No candidate will be allowed to participate in Live Fire training/testing event unless provisions of this section are met.

i. Proctors and Evaluators

Overview

The objective of the FST Proctor and Evaluator program is to produce qualified part-time proctors and evaluators through a process designed to support and meet national standards. This program is specifically designed for those who desire to support the FST certification testing program. FST state instructors, proctors, and evaluators are professional-technical education contract employees and compensated through our fiscal agent, Eastern Idaho Technical College (EITC) using the I-Time system. I-TIME is a Web-based employee self-service time entry system. All compensation and reimbursements are made using the State of Idaho I-Time

system. When travel compensation is approved, Instructors, Proctors, and Evaluators will be reimbursed for mileage, lodging, and meals in accordance with Eastern Idaho Technical College's (EITC) travel policies using reimbursement forms and process supplied to the individual. Per-diem (meal allowance) is available for training sessions that are at least six (6) hours or more in length. The amount of allowable meal reimbursement is set by EITC travel policies and procedures.

FST will select and assign all proctors and evaluators on a rotational basis when possible for certification examinations. FST maintains a list of approved proctors and evaluators representing various emergency response organizations within each region. Successful instructors are the primary source of proctors and evaluators. By networking with fire service and other emergency response professionals, the FST staff receives recommendations for potential proctors and evaluators. From these recommendations, the FST will screen, select and train proctors and evaluators.

Proctors

Proctors are the FST on-site representative that administers IFSAC written exams. Proctors are selected from FST staff members, technical colleges, State Instructors or Evaluators, or other eligible individuals. Proctors must be 18 years of age, a high school graduate or equivalent, have completed an application, received approval by FST, and enrolled in the state web-based pay system – I-Time.

Proctors are required to comply with all rules, guidelines, policies, and procedures for proctoring written exams as provided by FST and ensure security and procedures of the written exams are maintained. Only the individuals listed on the exam roster are permitted to test. No substitutions or walk-ins are allowed. Test packets are not to be reproduced outside of FST's office. Reproduction of test packets will invalidate the exam and all individuals taking the exam will need to retest. Proctors are authorized to discuss or answer test related procedural questions from candidates but are not authorized to speculate, discuss, comment, or answer any other written content questions from the candidates before, during, or after the test event.

Proctors are responsible for security of the test materials. Test packets are to be locked in a secure place or in the Proctor's immediate possession when not being used in a testing event. While administering the exam, the Proctor will remain in the room at all times. Failure to maintain security of the test packets will invalidate the test, all candidates taking the exam will need to retest, and the Proctor may be removed from the list of FST test proctors. No individuals other than the Proctor and candidates listed on the FST test roster are permitted in the test area.

Exam day instructions will be included in the test packet and generally include:

- Check for official picture ID before admitting candidates to the test room. Any candidate who can't provide a picture ID will not be allowed to test.
- Give the candidates an orientation to the location of restrooms, drinking fountains, and emergency exits.
- Each candidate will be supplied with a test envelope containing all the materials needed to complete the test.
- Make sure all other materials, including books, purses, etc., are placed on the floor during testing. Cell phones and pagers need to be off. When testing more than one candidate, provide adequate space between candidates to deter possible cheating. The only time candidates are allowed to leave the testing area is to use the restroom.
- Explain to the candidates that it is extremely important that all information and answers on the test be clearly marked. If they change an answer, they need to completely erase it and mark the new answer. Marking multiple answers for a question will result in the question being marked wrong.
- Explain to the candidates that once the test begins, you will not be able to answer any questions about the test.
- If a candidate challenges a question, they need to write the question number and challenge issue on their scratch paper. The candidate should also answer the question in case the challenge is unsuccessful.

- Candidates may not use any text or training materials to define or look up the challenge question. You will not discuss or approve question challenges at the test site with the students. All challenges will be reviewed by FST, who will then make a decision on the validity of the challenge. Candidates may possess study materials in the holding area prior to the written test but are not allowed any study or reference material in the test area.
- Any student(s) observed cheating will be immediately dismissed from the test. FST will contact the candidate's Fire Chief to discuss the situation and determine the appropriate consequences.
- Read the scripted instructions to the candidates that are included with the proctor test booklet.
- When the candidate(s) completes the examination, all test materials should be handed in. No test materials, including scratch paper, are to leave the test site.
- Write down any problems, concerns, or any other comments you have about the testing event and submit them with the testing materials.
- Return, within two (2) working days, all testing materials to FST following the completion of the testing event. Use the FedEx prepaid shipping label included in your testing materials package.

Evaluators

Evaluators are the FST on-site representative for IFSAC skills exams and are responsible for evaluating a candidate's ability to perform specific skills in a structured testing situation.

To qualify as an Evaluator for manipulative skills exams, the Evaluator candidate must:

- Be IFSAC certified at the level evaluating,
AND
- Complete an IFSAC Evaluator training course
AND
- Be mentored by a qualified evaluator
AND
- Complete annual evaluator in-service training as specified by FST

Evaluators ensure the objectivity, security, and integrity of the evaluation process is maintained, all paperwork for the testing event is in order before the event begins, and all the necessary equipment and props are in place and working properly. Manipulative skills exam evaluators are required to comply with all rules, guidelines, policies, and procedures for evaluating manipulative skills exams as provided by FST. An Evaluator who fails to follow established policy and guidelines, does not submit timely payroll information to I-Time or reimbursement of travel related expenses, or does not participate in annual evaluator in-service training will have their evaluator status reviewed and possibly inactivated.

Annual in-service training is provided online using at:

<http://workforcetraining.isu.edu/enrollment/course/ifsac/>. Once you follow the link you will be asked to login using your existing ISU student account or create one if you are a new user. The course code "IFSAC" is required for entry. Once you have logged in or created a new account current enrollments will appear and a link for the course appears under the "IFSAC Evaluator Training-Recorded-6015-01". The online training is approximately two (2) hours and when finished you must complete a survey to receive credit. At completion of the online training contact Jim Hitch and let him know you have completed the annual training. Evaluators must complete the in-service during the FST fiscal year (July 1st and June 30th) in order to maintain evaluator status.

Evaluators are selected from a list of qualified evaluators by region. If there are an insufficient number of evaluators available from the testing region, the test event may be canceled. Using evaluators from other regions is expensive and not authorized except for extenuating circumstances when approved by FST.

Evaluators assess candidates in a fair and objective manner by following Evaluator guidelines furnished by FST. FST will select a minimum of two Evaluators for each testing event and designate one as the Lead Evaluator for each manipulative skills exam. The Lead Evaluator will have oversight

responsibility for the testing event and the other Evaluators, including a written assessment of the supporting Evaluators performance. When a skill sheet requires a choice of scenarios by the evaluator, the Lead Evaluator will make the selection.

An Evaluator may evaluate candidates from the same department provided the second Evaluator is from another department. Instructors who taught a portion of a course may serve as an Evaluator for the same course but only if the evaluation team are comprised of Evaluators from other departments. FST acknowledges this is not the preferred method but also recognizes efficiencies in this process, resource constraints, and the professionalism of all Evaluators, regardless of department affiliation, to ensure only qualified fire fighters are certified.

All discussions about skill evaluations and scoring must be conducted after the candidate has completed the skill testing station and in a location that will provide privacy from the candidates to ensure confidentiality. Evaluators complete the testing station skills sheets for each candidate and include any comments concerning the testing of the candidate and sign the skill sheet to affirm passing or failing of the skill by the candidate. Evaluators refer any problems or questions that develop during the testing process to the Lead Evaluator.

Mentoring evaluators are not eligible for compensation, and may not be used in lieu of a qualified evaluator.

Lead Evaluator

Lead Evaluators are FST's representative at the testing event and responsible for the overall control of the manipulative skills examination. The FST Testing Coordinator will identify the Lead Evaluator for each event. Acting as the site manager, they will solve any issues that affect the testing event and audit the testing stations for objectivity and completeness of the evaluation process.

Only the individuals listed on the FST exam roster are permitted to test. No substitutions or walk-ins are allowed. FST will review applications for eligibility and approve/disapprove participation in skills tests.

The Lead Evaluator has the authority to suspend a testing event if a safety hazard exists or to deny participation of a candidate if the candidate fails to have adequate equipment. They may also serve as the safety officer for testing events. If a safety issue arises because of a candidate's actions, the Lead Evaluator will terminate the test and the candidate(s) will receive a failing grade for that skill station. The Lead Evaluator may correct the safety issue and restart the testing.

Lead Evaluators will receive detailed instructions for each event that outline specific roles, responsibilities, and procedures. The Lead Evaluator also completes an assessment of the supporting evaluators that is used as a professional development tool by FST to improve evaluator proficiency.

j. Requests for Accommodations for Certification Examinations

Candidates may make a request in writing on the test application to FST specifying the level of testing and the reason(s) for requesting testing accommodations for written and/or manipulative skills exams. The request must be accompanied by a statement from the candidate's Fire Chief attesting to the need for testing accommodations. A testing request and training documentation form must also be provided. FST will make all reasonable accommodations to enable the candidate to take the written and/or manipulative skills exams. The candidate(s) must meet all other requirements and prerequisites for the level of testing being requested.

k. Testing Appeals Process

FST will ensure all test appeals are considered in a fair and equitable manner. Appeals must be made in writing and sent to FST and include:

- Name of person initiating request for appeal,
- Examination date,
- Type of examination,
- Reason for appeal.

FST will review the test results and statements from the candidate and the evaluator(s). If there is a problem identified with a test question, the question will be removed from the test and all test scores will be adjusted for that testing event. Actions to correct any problem identified through the appeals process may include editing or removal of the question or skill sheet and revalidation of the affected test item. For skills tests the review process is essentially the same as a written test appeal but skills outcomes will be adjusted as necessary.

l. Test Records

FST maintains electronic or hard copy candidate records. FST transmits to IFSAC, on an annual basis the Candidate's name, International Registry Tracking Identifier, date of certification, certification level, and seal number.

m. Test Bank Security

FST uses commercially available test bank software for creating written exams. Several versions of the written exams are randomly created from the test bank using test generation software.

Security of the test bank is password protected and access is limited to the FST staff. All generated tests are secured unless the tests are in use or under review by authorized personnel.

All test items are referenced to both the applicable NFPA Standard and the appropriate IFSTA training manuals or other appropriate training manuals. Test items are also reviewed by subject matter experts to insure their validity and applicability.

Reliability is automatically measured as each test is electronically scored.

n. Notification of Testing to IFSAC

At the request of IFSAC Administration, FST will provide a listing of scheduled testing events, that includes the dates, location, level, and contact information for both written and manipulative skills tests. This information is also available on FST's on-line training and testing calendar at www.fst.idaho.gov. With a 48 hour notice, a representative designated by the Certification Assembly Board of Governors will be allowed to observe any scheduled testing process.

o. Revocation of Instructor/Evaluator status: refer to Chapter 2: Training, Section M, Instructor Information, Paragraph 7, Revocation.

Chapter 4: Advisory Committee

Purpose:

It is the policy of the Idaho State Board for Professional-Technical Education that an advisory committee be established for all professional-technical education programs. The purpose of the FST Advisory Committee is to identify strategic resources and objectives needed to support the FST mission as well as identify changes in industry standards affecting the fire service. This planning information is essential to ensure resources are available to support the mission. The Advisory Committee is not a governing board, has no administrative authority, and does not develop, review, or approve training courses or testing procedures.

Structure

Members of the Advisory Committee are appointed by the Administrator of the Idaho Division of Professional-Technical Education. Members are selected from the following agencies and organizations for an initial three (3) year term with a limit of six (6) years and participation may not be delegated to another individual. An initial orientation and periodic review of the responsibilities of the advisory committee will be provided by the FST staff.

- Bureau of Homeland Security
- Emergency Medical Services
- Idaho Department of Lands
- Idaho Fire Chief Association (President)
- Idaho Volunteer Fire and Emergency Services Association (President)
- State Fire Marshall
- Technical College Representative